

Regional Regranting Services Program

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MCACA is partnering with the Michigan Association of Community Arts Agencies (MACAA) to present this year's spring workshops. MACAA will present morning sessions at each location below beginning at 9:00 a.m.. There is a small fee to attend the morning sessions. MACAA will feature *Mission-based Planning, *Community Culutral Planning* and Team building Leadership. For more information call 1-800-203-9633 or go to www.macaa.com

The MCACA afternoon Forum is free of charge and will feature a discusiion of FY 2005 and FY 2005 Programs and Processes.

MCACA Spring Forums

For more information, contact Council staff at (517)241-4011

<u>City</u>	<u>Date</u>	<u>Time</u>	<u>Address</u>	<u>Phone/Contact</u>
Saginaw	3/17/04	2: 00 P.M.	Saginaw Enrichment Center 120 Ezra Rust Dr.	(989) 759-1496 contact Nancy Koepke
Lansing	3/19/04	2:00 P.M.	Radisson Hotel 111 North Grand Ave	(517) 482-0188 contact Andrea Johnson
Kalamazoo	3/22/04	2:00 P.M.	Epic Center (API Theatre) 359 S. Kalamazoo	(269) 342-5059 contact Anne Mehring
Grand Rapids	3/23/04	2:00P.M.	Grandville Avenue Academy for the Arts 644 Grandville Ave S.W.	(616) 742-0692 contact Marjorie Kuipers
Detroit	3/25/04	2:00 PM	Focus Hope (Conference Center) 1400 Oakman Blvd	(313) 494-4390 contact Donna Roland
Gaylord	3/30/04	2:00 PM	Best Western Alpine Lodge 833 West Main	(989) 732-2431 contact Julie Kettlewell
Marquette	3/31/04	2:00 PM	Peter WhiteLirbrary/Art Center 300 Baraga Ave.	(906) 228-0472 contact Reatha Tweedie

PROGRAM GUIDELINES



FY 2005 Regional Regranting Services Program

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts & Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative, cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Supports arts and culture as a catalyst for community revitalization and economic development
- Strengthens arts education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

Other MCACA Programs

Anchor Organizations
Artists in Residence
Arts and Learning
Arts Projects
Big Culture Lesson
Capital Improvements
Cultural Projects
Local Arts Agencies & Services
Partnerships
Regional Regranting
Rural Arts & Culture

This booklet contains the information and forms for qualified organizations to use in applying for funding in the Regional Regranting Services Program.

Funding through this program supports, in part, the activities involved in servicing of the Regional Regranting Program, between Oct. 1, 2004 and Sept. 30, 2005.

The Council's Regional Regranting program utilizes a network of nonprofit organizations to distribute small arts and cultural projects grants (Minigrants). Each organization, or Regional Regranting agency, operates within its own identified service area composed of one or more counties.

Note: The Regional Regranting Services Program was established on a three year cycle. For fiscal year 2005 we will be extending the current cycle for a 4th year. See page 13 (Review & Evaluation) for more information on the program cycle.

Thank you for your interest in applying in MCACA's Regional Regranting Program. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the state of Michigan can come to fruition.

For more information contact Council staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

Regional Regranting Services Program *at a Glance*

This program is intended to support the regranting of Council funding, through services provided by Regional Regrants, to non-profit organizations through Minigrants.

To be Eligible...

- ✓ Applicants must be incorporated, tax exempt organizations
- ✓ Applicant organizations must be based in the MCACA region which they are applying to serve
- ✓ Applicants with unmet obligations on prior grants (late and/or incomplete reports) *may not* apply
(Please contact MCACA staff if you are concerned about a prior grant's status)

Funding Basics...

- ✓ Grant amounts may not exceed one-half of the cost of servicing the Regional Regranting program in the region
- ✓ A 1:1 match of grant funds, including cash and/or inkind, is required
- ✓ Funded projects must be completed within the MCACA Fiscal Year, 10/1/2004 - 9/30/2005
- ✓ Applicants may apply to more than one Council program.
However, the Council reserves the right to limit the number of grant awards to any one applicant

Deadline...

- ✓ Mailed applications must be Postmarked no later than June 1, 2004.
Hand delivered applications must be in MCACA offices by May 31, 2004 at 4:00 p.m.
Late applications will NOT be accepted or reviewed.

- ✓ Metered mail IS NOT acceptable

- ✓ A non-refundable application fee of \$300 or 3% of the combined total of the services funding plus the regranting award, whichever is less, is required.
This fee is subject to legislative change at any time.

Send your completed application to:

**MCACA
Regional Regranting Program
P.O. Box 30706
Lansing, MI 48909-8206**

Program Participation

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local units of government, meet this criteria.) Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded.

Auxiliary support organizations (i.e., “Friends of XYZ”) may not apply in this grant category.

State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

NOTICE

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) Documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

MCACA Regranting Regions

Applicant organizations must be based in the MCACA region that they are applying to serve. The regions identified by Council for the purpose of the Regional Regranting Program are:

Region 1 - City of Detroit

Wayne

Region 2 - Oakland County Ofc. of Arts Cult. & Film

Oakland

Region 3 - The Art Center, Mt. Clemens

Macomb St. Clair

Region 4 - Nonprofit Enterprise at Work (NEW)

Livingston Monroe Washtenaw

Region 5 - Greater Flint Arts Council

Genesee Lapeer

Region 6 - Arts Council of Greater Lansing

Clinton Eaton Ingham
Shiawassee

Region 7 - Northeast Michigan Arts Council

Arenac Bay Midland
Saginaw

Region 8 - Arts Council of Greater Grand Rapids

Ionian Lake Montcalm
Kent Mecosta Newaygo
Osceola

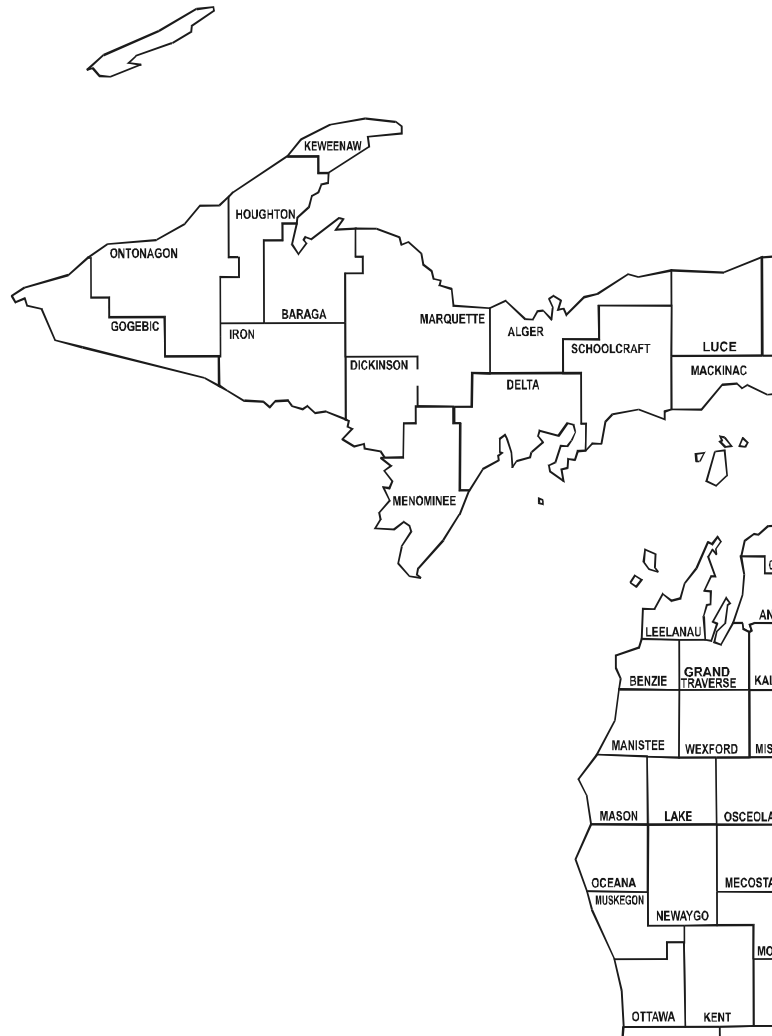
Region 9 - Cheboygan Area Arts Council

Alpena Charlevoix Cheboygan
Emmet Montmorency Otsego
Presque Isle

Region 10 - Traverse City Arts Council

Antrim Kalkaska Missaukee
Benzie Leelanau Wexford
Grand Traverse Manistee

MCACA Regranting Regions



Region 11 - Eastern U.P. Planning Commission

Chippewa Luce Mackinac

Region 12 - Central U.P. Planning Commission

Alger Dickinson Menominee
Delta Marquette Schoolcraft

Region 13 - Copper Country Community Arts Council

Baraga Houghton Keweenaw
Gogebic Iron Ontonagon

Region 14 - Holland Area Arts Council

Allegan Mason Muskegon
Oceana Ottawa

Region 15 - Arts Council of Greater Kalamazoo

Barry Cass St. Joseph
Berrien Kalamazoo VanBuren

Region 16 - United Arts Cncl. of Calhoun County

Branch Hillsdale Lenawee
Calhoun Jackson

Region 17- Thumb Region

Huron Sanilac Tuscola

Region 18- Central Michigan Region

Clare Gladwin Gratiot
Isabella

Region 19- Upper East Region

Alcona Crawford Iosco
Ogemaw Oscoda Roscommon

Program Basics

Program Goals

This program is designed to reflect and sustain diverse cultural expression, foster greater understanding of the arts, and preserve our cultural heritage. It is the Council's expectation that projects funded through the Regional Regranting program will:

- ✓ Foster the highest artistic achievement and creativity, promote excellence and advance the contemporary and traditional arts in communities throughout Michigan
- ✓ Make a broad range of the finest arts and cultural activities available to audiences in communities throughout Michigan
- ✓ Support activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural, and social relevance
- ✓ Promote the career development of Michigan artists and assist them in the production of their work
- ✓ Promote the development of business skills for artists and the management capabilities of community arts producing and presenting organizations
- ✓ Reach new audiences; spur local economies; increase audience access, diversity, size or participation in the arts; market and promote the arts
- ✓ Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

Supported Projects

The Regional Regranting Services Grant Program is intended to support the above-stated goals of the Council in each region of the state. The Regional Regranting Program:

- decentralizes grants administration and maximizes service delivery efficiency through partnerships;
- facilitates equitable geographic distribution of grant funding;
- provides access to quality arts and cultural activities from broad, diverse, and new audiences;
- furthers the involvement of underserved populations in arts and cultural activities;
- develops leadership at the local level and creates a network of knowledgeable grants administrators;
- develops local interest in and support of meaningful arts and cultural involvement;
- provides local determination in the grants-making process;
- provides simplified and often initial access to Council funding.

Project Functions

The Council contracts with Regional Regranting agencies to administer this program. Agencies are responsible for the implementation of all aspects of the program in their respective regions, and participating with MCACA.

Functions include:

- management of Council funding;
- proactive cultivation of applications from all geographic and demographic areas of the region;
- promotion and information dissemination;
- distribution of Minigrant applications;
- conducting grant workshops;
- providing individual grant assistance consultancies (technical assistance);
- recruitment and orientation of panel review members;
- application review and facilitation of panel meetings;
- applicant notification, funding plan development, contracting, and final reporting;
- evaluation of funding activities;
- planning and record-keeping;
- all reporting to the Council;
- administrative participation in the program, including attending meetings with MCACA staff and others in the Regional Regranting Program.

Program Basics

Accountability

Accountability to Council includes:

- evidence of appropriate subgrantee contracts which adequately describe awardees' obligations to implement their Minigrant projects as approved by panel reviewers; credit of Council support; and report on their projects;
- suitable contracting and payment processes;
- sound evaluation of funded activities;
- accurate, complete and timely reporting to Council; and
- Regranters' performance of regional regranting services for their region, in the program.

Reporting

Regranters receive their regranting funds in incremental payments, one payment for each of the three annual minigrant rounds. To receive payment, regranters must provide the following for each minigrant round:

- a minigrant funding plan for the round (with both funded and not funded projects listed);
- the names and titles or briefly stated qualifications of the minigrant panel reviewers; and
- copies of all minigrant application forms (funded and not funded) submitted for the round.

After these materials are received in the Council's offices, a check is prepared in the amount of the total subgrantee minigrant awards listed in the round's funding plan, and is mailed to the regranter. Regranters must have received all of their subgrantees' minigrant final reports within 30 days of projects' completion, no later than October 31, 2005.

All regranting/distributing of funds for fiscal year 2005 must be completed by September 30, 2005 (no Council funding expended and no grant match accrued between 10/1/05 and 10/31/05). By November 30, 2005 each Regranter must provide their agency's regranting final report which should include accomplishments and outcomes; workshop attendance/participation numbers; final budget; numbers of adults and children who benefitted from projects funded by minigrants made to their subgrantees; number of employees and new hires. Other items covered in the report include:

- information on program administration and statistics; a minigrant funding plan for the entire year with descriptions of minigrant projects; and an administrative financial report
- all Applicant minigrant files for the year
- all subgrantees' minigrant final reports for the year

Recipients of more than \$100,000 (in their Regranting award) must also submit an Interim Report. This report shall include number of individuals who benefitted from the minigrants made to subgrantees; revenues and expenditures; matching information; and narrative summary.

Program Funding & Match

Funding Levels and Uses

The Council has not acted on funding allocations for the Fiscal Year 2005 Regional Regranting Program. The funding amounts may change from FY 2004, based upon program revisions, reviewer findings and recommendations, available funding resources, and Council determinations. Funding awarded for regranting is made on a year-to-year basis and is determined by the amount of minigrant requests and funding history to the region. Funding awarded for services (the services grant) is a percentage of the regranting award.

Council Funding may be used for...

- \$ Salaries, wages, fees and honoraria
- \$ Supplies, materials, posters, packaging, distribution
- \$ Advertising, promotion, and other marketing expenses
- \$ Grant workshops, meetings, application adjudication, reviewer identification and orientation
- \$ Panel review meeting travel & expenses
- \$ Processing of applications, contracts, payments, and reports
- \$ Planning and technical assistance
- \$ Mailing services, postage, telephone, utilities, copying, printing, and facilities' maintenance
- \$ Rental costs
- \$ Consultations, evaluation, and documentation

Council Funding may not be used for...

- ✗ Costs associated with the start-up of a new organization*
- ✗ Costs incurred prior to October 1, 2004*
- ✗ Fund raising activities*
- ✗ Projects that take place outside the state, foreign travel or out-of-state travel*
- ✗ Consultants who are members of an applicant's staff or board
- ✗ Payments to students
- ✗ Indirect costs (charges made by an organization to cover the management or handling of grant funds)*.
- ✗ Operating costs not directly associated with the project*
- ✗ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant
- ✗ Projects for which more than one Council grant is requested
- ✗ Purchase awards, cash prizes, scholarships*
- ✗ Contributions or donations
- ✗ Food or beverages for hospitality
- ✗ Entertainment or reception functions
- ✗ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs*

*-These activities may not be used to match grant.

Funding - "Match"

All Council programs require that the applicant supply a level of "matching funds" or funds available to them through other sources.

Matching Fund Summary for Regional Regranting Services Grants

Regranting Program applicants must match grant dollars on a 1:1 basis

Matching funds may be cash and/or inkind

Other State Funds may not be used as matching funds

Applicants may not use the same matching funds in more than one project

Regranted Funding (Minigrants)

Regranted Funding, Restrictions, and Match _____

MCACA funding may be subgranted to Michigan nonprofit organizations through **Minigrants**. Minigrants are made by Regional Regrants for locally directed arts and cultural projects started after October 1, 2004 and completed by September 30, 2005. Regional Regranting Agencies may not apply or be funded through the Minigrant program for their own arts and cultural projects.

There are three minigrant rounds to which these organizations may apply in a fiscal year. Organizations may be funded up to two times in a fiscal year (**for different projects**).

Minigrants provide up to \$4,000 per application, on a one-to-one matching basis, for locally developed, high quality arts and cultural projects which address community needs and increase public access to the arts.

Minigrants support a broad range of artistic and cultural expression from all cultures through projects which preserve, produce, or present the traditional or contemporary arts and culture.

Minigrants must be based on a competitive evaluation process which includes proposal adjudication by volunteer ad hoc panels representing the region geographically, demographically, and composed of reviewers with appropriate expertise.

Regranted funds must be used for no other purposes than those on page 8 (“Funding Levels and Uses”). In addition, Minigrants may not be used for identical project expenses which have been funded through other Council program grants.

Regranted funds awarded through Minigrants must be matched on a dollar-for-dollar (minimum) basis by subgrantees. This match may be made by cash, inkind, or a combination of the two. Minigrants must not exceed one-half of total project costs.

Other Information

Council Credit _____

Regranters must credit support by the Michigan Council for Arts and Cultural Affairs in all program publicity, media materials and contacts. Further, Regranters must ensure that their subgrantees credit Council support in all of their Minigrant publicity and media materials.

Application Fee _____

Applicants are required to pay an application fee for each submitted application.

The check should:

- Be made out to the State of Michigan
- Be stapled to the cover page of the application form
- Be placed inside envelope #1, "Originals"

Applicants must provide a non-refundable fee of \$300 or 3% of the grant request, whichever is less.

The check must be submitted with the application, in order to be processed. Applications submitted without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

Waiver Requests _____

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **April 16, 2004**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not approved, application review will be terminated.

Accessibility _____

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Grantee Requirements

Grantees must confirm project / program implementation plans and, if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations”, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts”.

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National

Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations”, A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

Review & Evaluation

The Regional Regranting Services Program was established on a three-year cycle. For F.Y.05 we will be extending the current cycle for a 4th year. The following describes the Regional Regranting Review Process (**FY 2005 is Year-Four in the Cycle**).

<u>Year One</u>	Comprehensive multi-year grant application submission; peer panel review and scoring as well as applicant interview; grant award determination; entrance into three-year cycle.
<u>Year Two</u>	Summary grant application submission; submission of final report (and quarterly report, if applicable); on-site visitation (or possible panel review); grant award determination.
<u>Year Three & Year Four</u>	Summary grant application submission; submission of final report (and quarterly report, if applicable); possible on-site assessment (or possible panel review); grant award determination. Summary grant application (for years two, three and four of the program) consists of the seven page grant application form and the required attachments. See page 13 for instructions on completing Attachment 1, Project Narrative and pages 16-21 for instructions on completing and submitting your application packet.

***The review of grant applications is done on three levels---
Staff, Ad Hoc Peer Review Panel, and Council levels.***

Council Staff

- Assigns an application number and sends notification of application receipt (if you do not receive notification within 3 weeks of the application deadline date, contact Council staff)
- Assigns application to an Ad Hoc Review Panel, which includes a primary and a secondary application reviewer responsible for in-depth evaluation
- Issues notification of scheduled Ad Hoc Review Panel meetings
- Convenes Ad Hoc Review meetings
- Documents and verifies Ad Hoc Review Panel findings
- Prepares Ad Hoc Review Panel recommendations for Council consideration

Ad Hoc Review Panels

All applications, including Regranters in the first year of the three-year cycle, are reviewed and evaluated by arts, education, cultural, and business professionals in Ad Hoc Advisory Review Panel meetings.

Only materials submitted with the application by the deadline, will be considered by the panel. The Ad Hoc Advisory Review panel will score applications, on a one-hundred point scale, based on the individual program criteria.

The meetings are open to the public.

Applicants to the Regional Regranting Services program in year one of the program cycle will be able to respond to panel members' questions during an interview time, as part of their application's evaluation. Applicant attendance is encouraged, but is not mandatory.

Review & Evaluation

The Council

The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council Committees review tentative funding recommendations, based on the scores and recommendations provided by the Ad Hoc Review Panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the Ad Hoc Review Panel, committee comments, equitable geographic distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission,

programs and services of the applicant in the context of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

Narrative Instructions

The Regional Regranting program involves all aspects of servicing/administering MCACA's Minigrant program in each of the state's respective regions. The application's project narrative for Year-Four gives the applicant agency the opportunity to present changes and updates to their administration of the Program since those described in the FY03 Final Report. Those changes could include items and issues in the four criteria listed on pages 14 and 15.

Applicants may submit *as many as* three pages, in addition to Section One of the Application Cover Page, addressing those changes and updates to the narrative section of your FY03 Final Report. The narrative must be typed single-spaced on 8 1/2 x 11" sheets of white paper, one-sided only. Do not use smaller than 12-point type, and be sure to leave a minimum of 1" margin on each edge of the page. Label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

The four criteria, and corresponding point values, follow on pages 14 and 15.

Review Criteria

Management

30 points

- Is there clear evidence that the applicant organization *currently has*—
- competent human resources, including qualified management personnel with skills appropriate to effectively administer the program and an adequate number of trained employees and/or volunteer staff to effectively support the Regional Regranting Program?
- sufficient operating systems including adequate working hours, satisfactory working space and all other material resources to accommodate administration of the program?
- sound business practices for adequate record keeping, planning, reporting, monitoring, financial management/ budgeting and other procedures that are necessary in administering the program?
- a history of successful program management including the Regional Regranting program or others similar in scope?

Constituent Services and Regional Involvement

30 points

- Is there clear evidence that the applicant organization *has or is prepared to have*—
- a comprehensive publicity strategy which makes the program well known throughout the regional services area and includes reasonable efforts to reach as many eligible applicants as possible in the announcement process?
- a plan for proactive cultivation of eligible applications from each county in the Region (in the case of a single-county Region, reaching different neighborhoods, communities, or other geographic units within that county)?
- a plan for proactive cultivation of eligible applications representing appropriately diverse demographic groups and artistic disciplines of the Region?
- provisions for effective grant assistance workshops and individual assistance opportunities to facilitate the development of competitive applications?
- an understanding of, compatible mission, and commitment to the relationship between the Council (MCACA), the Regional Regranting agency, and the subgrantee organizations of the Region?

Review Criteria

Fair and Equitable Proposal Review

25 points

- Is there clear evidence that the applicant organization *has or is prepared to have*—
- suitable criteria to determine, select, and rotate appropriate proposal review panel members that represent the geographic, demographic, and artistic disciplines of the Region?
- an effectively organized proposal review process including furnishing reviewers with appropriate proposal evaluation materials and instruction; conducting orientation/instruction prior to proposal evaluation; and suitable review scheduling and site selection?
- processes for appropriate funding recommendations and decisions, including evidence of suitable documentation of reviewer discussion, recommendations and decisions; reviews and scores based on materials provided in each application and based on Council (MCACA) guidelines; and evidence of a reasonable relationship between proposal scores and funding recommendations?
- evidence that regranting program managers do not participate in the review process (except as facilitator) or advocate the funding of any applicant?
- evidence that an appropriate process is used to consider the fair distribution of grant funds among the geographic areas, arts disciplines, minority and underserved populations represented in the region?

Accountability and Reporting

15 points

- Is there clear evidence that the applicant organization *has or is prepared to have* sound practices for—
- communication with subgrantees, including adequately describing awardees' obligations to implement their Minigrant projects as approved by panel members; report on their projects in a complete and timely manner; and credit of the Council (MCACA)?
- contracting (including the above) and payment processes to subgrantees?
- monitoring, tracking and evaluation of funded activities?
- reporting to the Council (MCACA) in an accurate, complete and timely manner?

NOTE:

Remember, the attachments outlined on page 19 of the application instructions relate in various ways to the review criteria. Please complete the checklist (section 7) of the grant application to ensure all the attachments have been included.

Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions (pages 22-26) section of this booklet. **Note: If you are not currently a Regional Regranter, contact MCACA staff.**

Section 1 / Cover Page

The cover page provides a receipt record for Council use and provides the summary of the project for Council members. It is also used for contact information used to notify you of receipt of your application.

Project Summary

Provide a clear and concise project summary describing how your organization carries out (or is prepared to carry out) the functions of the Council's Regional Regranter for your region. Describe what will be accomplished by this project. Include details such as project timeline, number and types of activities, etc. Use only the space provided.

Section 2 / Applicant Information

Name, Address and Telephone Number

Enter the legal name, other commonly used name, official mailing address, website address (if applicable), telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers.

Note: The Authorizing Official cannot be the same person as the Project Director.

Board Chairperson

Enter the name, title, and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

County Code

Refer to County Codes (page 22) in this booklet. Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

Federal Identification Number

Enter the applicant organization's 9-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Helpful Hints....

When filling out your application don't forget to speak to the specific criteria the peer review panel will use judge your application. Clearly explain the public benefit of your project. Remember, good planning makes successful projects.

Application Instructions

Status Code

Refer to Status Codes in this booklet (page 23). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a non-profit organization, add the letter which describes it.

Institution Code

Refer to Institution Codes in this booklet (pages 24-25). Enter a code to identify the applicant organization.

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

Helpful Hints....

Provide relevant and concise information in the resumes and bios of key project personnel. Check for typos and double check the accuracy of all mathematical calculations.

Applicant's Primary Discipline Code

Enter "14 - Multi-disciplinary" for this program's discipline.

Grantee Race Code

Refer to Grantee Race Code in this booklet, page 26. Enter the **one** code that best represents 50 percent or more, based on code description for applicant organization.

Section 3 / Project Information

Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). **Note:** The Project Director cannot be the same person as the Authorizing Official.

Activity/Project Title

Enter "Regional Regranting" and your Region number.

Start date/end date: Enter October 1, 2004 through September 30, 2005.

Project's Primary Discipline Code: Enter "14 - Multi-disciplinary" for this program's discipline.

Project Race/Ethnicity Code

Refer to the Project Race/Ethnicity Codes in this booklet, page 26. Enter a code to reflect grant activities.

Type of Activity Code: Enter "14" (Professional Support - Administrative)

Arts Education Code: Enter "99" (None of this project involves art education).

Project Descriptors: Enter "-1"

Project County Code

Refer to the County Codes in this booklet (page 22) to describe your region. Enter all county codes that apply. Region codes are no longer valid.

Application Instructions

Section 4 / Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a / Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b / Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists served by the Regional Regranting Services program.

Amount Paid to Michigan Artists

Enter "0" (the amount paid to Michigan artists through the Regional Regranting **Services grant** program).

Artists Participating

Enter the total number of artists involved in this project, the Regional Regranting Services program.

Amount Paid to Artists

Enter "0" (the amount paid to artists through the Regional Regranting **Services grant** program).

Individual Benefitting

Count direct project participants, ie, the estimated total number of individuals participating in the Regional Regranting Services program during the grant period, including workshop attendees, applicants and prospective applicants who called for technical assistance, and others who may be involved in this program. Do not inflate figures. Do not use the total number of individuals served by all programs of the organization receiving the grant award.

Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the number of Youth who will directly benefit from this program.

New Hires and Employees

Enter the number of individuals anticipated will be hired and employed by the applicant organization, during the grant period, to implement the Regional Regranting Services program.

Section 4c / ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Helpful Hints....

Clearly explain the roles, duties responsibilities and contributions of all project partners and

Application Instructions

Section 5 / Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

Note: this must be the budget for the Regional Regranting Services program that you are describing in your application, for which you are requesting funding.

A detailed itemization must be provided as Attachment #2. See instructions for Budget Itemization. The Budget Itemization must follow the same format as the Sample itemization in this booklet (pages 29-30).

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Helpful Hints....

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, prior MCACA funding does not ensure continued support.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match. Complete Project Budget, Sect. 5, transfer to Budget summary (Sect. 4a).

Section 6 / Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7 / Attachments/Checklist

The Attachments/Checklist must be submitted with your application.

ATTACHMENT INSTRUCTIONS

Attachment #1, Proposal Narrative - See Proposal Narrative Instructions, page 13.

Attachment #2, Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget for this project, must be itemized. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization must be accurate and balance with the Projected Budget in Section 5.

Attachment #3, Proof of Tax Exempt Status

Provide proof of tax exempt status. A 501(c) (3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption. Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

Application Instructions

Attachment #4, FY03 Regional Regranting Final Report

Provide a copy of your Final Report for fiscal year 2003. Label as Attachment #4.

Attachment #5, Project Self-Assessment Form

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Attachment #6, Advocacy Information Form

Please complete the Advocacy Information Form located at the back of these guidelines. This document will help the Council fill any gaps in information services provided to all interested stakeholders. The information organizations provide in this attachment **will not impact positively or negatively on scores or funding.**

THOUGH OPTIONAL, INCLUDE THE FOLLOWING ATTACHMENTS IF THEY SHOW SIGNIFICANT CHANGES FROM THOSE SUBMITTED IN YEAR TWO OF THE PROGRAM.

Attachment #7, List of Governing Board Members

Provide a current roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

Attachment #8, Project Director's Resume or Bio

Provide a current resume or bio of the person who will administer/direct the project described in the application.

Attachment #9, Letters of Support

Provide no fewer than three letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

Attachment #10, Organizational History

In not more than one page, please provide a brief description of the applicant organization, including history and activities. Be sure to include the organization's mission statement.

Attachment #11, Documentation

Provide documentation as specified in the program guidelines. Provide a concise but representative sample of materials (promotional materials, workshop flyers, newsletters, press releases, etc.) to acquaint panelists with your organization and how it functions (or is prepared to function) as a Regional Regranter for the Council.

Helpful Hints....

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area.

Application Instructions

Each item should be labeled and numbered in the right, top corner. Materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)

No "over-sized" (larger than 9"x12") items may be submitted.

Mailing Instructions

Mailed applications must be postmarked by the U.S. Post Office or dated by a commercial carrier on or before **June 1, 2004**.

Hand delivered applications must be dated and documented as received by Council staff on or before **May 31, 2004**.

Late or significantly incomplete applications will not be accepted.

Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7, Attachment Checklist, "Packaging").

If you submit documentation, please submit three copies in separate envelopes, labeled with the organization's name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

Grant Application
Attn.: REGIONAL REGRANTING
Michigan Council for Arts and Cultural Affairs
P.O. Box 30706
Lansing, MI 48909-8206

Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the June 1st deadline.

Application Definitions & Codes

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinac	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mecosta	Presque Isle	

County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montgomery	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	99 Statewide
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	(Use for project activity only)

Application Codes

Status Codes

Describes Legal Status

02 Organization / Nonprofit -- No part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

A. - **An unincorporated association formed for nonprofit purpose:** a church committee, a group operating under an “assumed name,” a new group of community volunteers, etc.

B. - **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

C. - **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a “United Fund,” a community service organization, a church, an alumni association, etc.

D. - **A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or “local,” etc.

03 Organization - Profit; Income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 Government - Federal; To be used when the mail recipient is a unit of or individual associated with the federal government.

05 Government - State; To be used when the mail recipient is a unit of or individual associated with the state government.

06 Government - Regional; To be used when the mail recipient is a unit of or individual associated a sub-state regional government.

07 Government - County; To be used when the mail recipient is a unit of or individual associated with a county government.

08 Government - Municipal; To be used when the mail recipient is a unit of or individual associated with a municipal government.

09 Government - Tribal; To be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

09 None of the above - To designate an entry which cannot be coded.

Application Codes

Institution Codes

Describes Institution Type

03	Performing group of artists who perform works of art (an orchestra, theater, dance group)	15	Arts Center - a multi-purpose facility for arts programming of various types.
04	Performing Group, College/University - a group of college or university students who perform works of art.	16	Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)
05	Performing Group Community - a group of persons which performs works of art avocationally and which may be, but is not necessarily, directed by professionals.	17	Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.
06	Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.	18	Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
07	Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.	19	School District - a geographic unit within a state comprised of member schools within that area as defined by the state government. 20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators
08	Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.	20	School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.
09	Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)	21	School, Elementary - also called a grammar school.
10	Gallery/Exhibition Space - an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.	22	School, Middle - also called a junior high school.
11	Cinema - a motion picture theater organization which regularly shows films.	23	School, Secondary - also called a senior high school.
12	Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.	24	School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.
13	Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.	25	School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.
14	Fair Festival - a seasonal program of arts event		

Application Codes

26	College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.	38	Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
27	Library	39	Government /Judicial - judges and courts of law.
28	Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.	40	Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statutes/laws. Include representatives and related other, such as legislative research personnel.
29	Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)	41	Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.
30	Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.	42	Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.
31	Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.	43	Media - Daily Newspaper
32	Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.	44	Media - Weekly Newspaper
33	Correctional Institution - a prison, penitentiary, reformatory, etc.	45	Media - Radio
34	Health Care Facility - hospital, nursing home, clinic, etc.	46	Media - Television
35	Religious Organization - church, synagogue, etc.	47	Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.
36	Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.	48	School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.
37	Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)	49	Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).
		50	Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.)
		51	Child Care Provider - An organization providing child care.
		99	None of the above.

Application Codes

Grantee Race Codes

*Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

- A 50% or more Asian
- B 50% or more Black / African American
- H 50% or more Hispanic / Latino
- N 50% or more American Indian / Alaska Native
- P 50% or more Native Hawaiian / Pacific Islander
- W 50% or more White
- 99 no single group listed above represents 50 percent or more of staff or board or membership.

Project Race/Ethnicity Codes

If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99".

- A Asian
- B Black / African American
- H Hispanic / Latino
- N American Indian / Alaska Native
- P Native Hawaiian / Pacific Islander
- W White
- 99 No Single Group

Budget Definitions

Activity

Refers to the specific project or range of operations proposed for MCACA funding.

Admissions

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash

Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions

Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic

Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Grant Amount Awarded

Amount awarded in support of this activity.

In-Kind

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Budget Definitions

Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

Non-employee artistic fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include accountants; strategic planners; board development, fundraising, and other consultants in non-employee/non-artistic capacities.

Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Creative Artist Grants, Touring Arts, Rural Arts and Culture Grants, etc.*

Total Cash Expenses

The total of personnel through capital expenditures above.

Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

Total Cash Revenues

The total of admissions through grant amount award above.

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed are pending or confirmed by placing a “p” or “c”, next to the dollar amount.

ATTACHMENT #2, Page 1 “Your” Arts Organization Inc.

REVENUE

(p = projected) (c = confirmed)

Line 1 Admissions

Ticket sales		
4 performances x 750 x \$5 per ticket	\$15,000 p	<u>\$15,000</u>

Line 2 Contracted services

7 school workshops - 7 x \$150 ea	\$1,050 c	
2 school performances - 2 x \$350 ea	<u>\$700 c</u>	
	\$1,750 c	<u>\$1,750</u>

Line 3 Other / Memberships

400 x \$15 per membership	\$6,000	
80 x \$25 per membership	<u>\$2,000</u>	
	\$8,000 c	<u>\$8,000</u>

Line 5 Corporate Support

The Alexander Corporation	\$2,000 p	
15 businesses @ \$250	\$3,750 p	
4 businesses @ \$1,000	<u>\$4,000 p</u>	
	\$9,750 p	<u>\$9,750</u>

Line 7 Other Private Support

Millionaire Raffle	\$7,000 p	
Charities of Our Town	<u>\$3,000 p</u>	
	\$10,000 p	<u>\$10,000</u>

Line 16 Council request

	\$11,000	<u>\$11,000</u>
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Line 17 Total Cash Revenue

	\$55,500	<u>\$55,000</u>	<u>*\$55,500</u>
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(*Note: This amount should equal the amount on line 32 of the budget form.)

EXPENSES - IN-KIND

Line 21 Administrative Employees:

Executive Director - 5% of salary	\$1,250	<u>\$1,250</u>
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Line 25 Other fees/services (non-employee)

7 school teachers - 7% of salary		
7 x \$2,450 =	\$17,150	<u>\$17,150</u>

Line 26 Space Rental

Allante Elementary Auditorium		
2 performances - 2 x \$800 =	\$1,600	<u>\$1,600</u>

Line 33 Total In-Kind Expenses

	\$20,000	<u>\$20,000</u>	<u>*\$20,000</u>
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(*Note: This amount should equal the amount on line 18 of the budget form.)

Sample Itemization

ATTACHMENT #2, Page 2 "Your" Arts Organization

EXPENSES - CASH		SUB TOTALS	TOTALS
Line 21 Administrative Employees			
Executive Director - 20% of salary	\$5,000	<u>\$ 5,000</u>	
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$22,200		
2 performances -2 x \$1,300	<u>\$2,600</u>		
	\$24,800	<u>\$24,800</u>	
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	\$400		
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	\$200		
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400		
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$1,600		
The Mozart Symphony			
4 performances - 2 x \$2,500	<u>\$10,000</u>		
	\$12,600	<u>\$12,600</u>	
Line 26 Space rental			
Hicks theater			
4 performance - 4 x \$1,050	\$4,200	<u>\$ 4,200</u>	
Line 28 Marketing			
Newspaper Ads			
4 x \$180	\$720		
5 x \$200	\$1,000		
2 x \$780	\$1,560		
Posters			
50 x \$13	<u>\$ 650</u>		
	\$3,930	<u>\$3,930</u>	
Line 29 Other Expenses			
Ticket Agent	\$500		
School materials			
Dance Dream booklets - 245 x \$3	\$735		
Teacher guide booklets - 7 x \$5	\$35		
Royalties	\$2,450		
Millionaire raffle	\$1,000		
Corporate fundraising solicitation	<u>\$250</u>		
	\$4,970	<u>\$4,970</u>	
Line 32 Total Cash Expenses		<u>\$55,500</u>	<u>*\$55,500</u>

(*Note: This number should equal the amount reported on line 17 of the budget form.)

****NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/ expenses etc.

Other MCACA Programs

Artists in Residence for Education (AIR)

The Artists in Residence (AIR) program is intended to support working, professional artists within educational settings. The AIR program is a flexible residency program that allows non-profits, schools, and school districts to design artist residencies that address the educational needs and goals of local communities. Residencies may be planned from one month to an entire year.

Arts and Learning (A&L)

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to education. There are seven funding categories including: Arts and Humanities, Arts and Technology, Intergenerational Collaboration, Cultural Exchange, Professional Development, Arts Education Initiatives and Underserved.

Arts Organizational Development Program (AOD)

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their administrative infrastructure. The program is not designed for organizations in crisis, but is a mechanism for such organizations to reach their full potential. There are two categories of grants available in this program: (A) - Strategic Planning and (B) - Administrative Development. **FOR EVALUATION PURPOSES THIS PROGRAM IS CLOSED TO NEW APPLICATIONS**

Arts Projects Program

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 12 components: Dance, Design, Literature, Media, Multidisciplinary, Museums, Music (Chamber, Choral, Computer, Electronic, Jazz, Orchestral, Symphonic and Vocal), Opera / Musical-Theatre, Theatre, and Visual Arts.

Big Culture Lesson

The Big Culture Lesson Program is a new initiative of the Michigan Council for Arts and Cultural Affairs. Projects funded through this program will introduce teachers and students with Michigan's diverse artistic and cultural resources, generate sustainable models and arts integrated curriculum that can be shared with schools and districts throughout the state. Collaborative partnerships between educational institutions (schools/districts) and arts or cultural organizations will develop sustainable integrated models, educational curricula and resources, conduct authentic assessment and piloting of curricula, demonstrate and document the impact of arts and cultural integration and provide web based resources to be shared statewide.

Capital Improvements Program

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (county, city, township, or village), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

Other MCACA Programs

Cultural Projects Program

The Cultural Projects Program supports projects which create a greater understanding and appreciation for the importance of heritage and culture to our aesthetic, economic and social growth as well as those with broad community impact and which develop the management and business skills of cultural producing and presenting organizations. There are three components: Folk Arts, Cultural/Heritage and Science and Culture.

Discretionary Grants

The Discretionary Grant Program provides funding to projects initiated by Council members and staff in response to sudden opportunities and the Michigan Arts Plan. Generally, funding for this program comes from funding returned from other Council programs during the year. Organizations may be invited to submit requests to implement Council initiatives. On occasion, for extraordinary reasons, Discretionary Grants may be awarded by the Council in response to proposals submitted to core programs. (Michigan Council for Arts and Cultural Affairs, 702 West Kalamazoo, P.O. Box 30705, Lansing, Michigan, 48909; (517) 241-4011).

Local Arts Agencies and Services Program (Locals)

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Locals program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for arts and culture in the whole community which it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

Regional Regranting Program (Minigrants)

MCACA's regional regranting program provides minigrants of up to \$4,000 for arts and cultural projects responding to local needs. Minigrants are administered for the Council by regional 19 regranting agencies throughout Michigan. Please contact the regional regranter for your county for deadlines and other information.

Rural Arts and Culture Program (Rural Arts)

The Rural Arts and Culture program is a pilot project funding arts and cultural projects in 39 targeted Michigan counties who have been identified as rural and underserved by the Council. The goal of the program is to strengthen and showcase the unique arts and culture of Michigan's rural communities through community based collaborations relating to community or regional arts, history, and culture. Eligible counties are Alcona, Antrim, Baraga, Barry, Benzie, Branch, Charlevoix, Clare, Dickinson, Eaton, Gladwin, Hillsdale, Huron, Ionia, Keweenaw, Lapeer, Lake, Leelanau, Livingston, Luce, Mackinac, Mason, Mecosta, Menominee, Missaukee, Monroe, Montcalm, Montmorency, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Sanilac, Schoolcraft, Tuscola, Van Buren, and Wexford.

The Rural Arts and Culture Program is being coordinated by the Michigan State University Museum. Please contact Julie Avery and Katie Large, project staff at (517) 432-3358 for assistance.

MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis.

FY 2004 Partnerships

Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

**Michigan Traditional Arts Program
Michigan State University Museum
East Lansing, Michigan 48824
517/355-2370**

<http://museum.cl.msu.edu/s-program/MTAP/>

Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practices.

**Ana Cardona, Fine Arts Education Consultant
Michigan Department of Education
Curriculum Development Program
P.O. Box 30008
Lansing, MI 48909
(517) 335-0466
cardona@state.mi.us
www.mde.state.mi.us**

Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

**Design Michigan/Cranbrook
Educational Community
1221 N. Woodward Ave., P.O. Box 801
Bloomfield Hills, MI 48303-0801
248/645-3554
www.designmichigan.org**

Museums Services

The Museum Services Partnership supports Michigan museums, zoos, historical societies, planetariums, science, nature and art centers and other cultural institutions. The program provides training, field services and mentoring programs, coordinates networking and communication initiatives and promotes the cultural, educational and economic resources provided by the Michigan museum community. The program assists the Council in increasing public awareness of Michigan's museums and cultural institutions and in enhancing the professional expertise of staff and volunteers in order to preserve, protect and interpret the state's cultural resources for public benefit.

The partnership also coordinates the Museum Cultural Tourism Initiative and provides a communications network for and between museums and the public consisting of web sites, print and electronic newsletters, listservs and press releases.

**Michigan Museums Association
PO Box 10067
Lansing, MI 48901-0067
(517) 482-4055
www.michiganmuseums.org**

MCACA Statewide Partnerships

Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

Dr. Bernard L. Brock
CAPP, 5104 Gullen Hall,
Wayne State University,
Detroit, MI 48202
313 577-2952

www.research.wayne.edu/artpolic.html

Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Arts / Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

**Michigan Association of Community Arts
Agencies**
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

Michigan Humanities Council
119 Pere Marquette Drive, Suite 3B
Lansing, MI 48912-1270
517/372-7770
mihumanities.h-net.msu.edu

Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

**Michigan Association of Community Arts
Agencies**
107 Miller Ave.
Ann Arbor MI 48104
1-800/203-9633 734/996-2500
www.MACAA.com

Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

MI Youth Arts Festival
359 S. Burdick St., Ste 203
Kalamazoo, MI 49007
269/342-1400
www.wmich.edu/cfa/myaf

Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter(see page 37) for information.

- 1 City of Detroit**
Cultural Affairs Department
1240 City-County Building
Detroit, MI 48226
James Hart / Tara Danforth Brown
313 224-3470 313 224-3399 fax
www.ci.detroit.mi.us/culturalaffair
email - jeh@itsd.ci.detroit.mi.us
County: Wayne
- 2 Oakland County Office of Arts, Culture & Film**
Executive Office Bldg.
1200 N. Telegraph Rd.
Pontiac, MI 48341-0403
Kristie Everett Zamora
248 858-0415 248 452-9172 fax
www.co.oakland.mi.us/arts/
email --zamorak@co.oakland.mi.us
County: Oakland
- 3 The Art Center**
125 Macomb Place
Mt. Clemens, MI 48043
Elaine Hommowun / Jo-Anne Wilkie
586 469-8666, Ext. 109
586 469-4529 fax
email – minigrants3@aol.com
Counties: Macomb, St. Clair
- 4 Non Profit Enterprise at Work**
1100 N. Main St.
Ann Arbor, MI 48104
Daran Smith
734 998-0160 734 998-0163 fax
www.new.org
email – dsmith@new.org
Counties: Livingston, Monroe, Washtenaw
- 5 Greater Flint Arts Council**
816 S. Saginaw
Flint, MI 48502
Cathy Johnson / Greg Fiedler
810 238-6875 810 238-6879 fax
www.gfn.org/gfac
email –cathyjohnson2@prodigy.net
Counties: Genesee, Lapeer
- 6 Arts Council of Greater Lansing**
425 S. Grand Ave.
Lansing, MI 48933
Marcia Ditchie
517 372-4636 517 484-2564 fax
www.lansingarts.com
email – lansingartsmarcia@hotmail.com
Counties: Clinton, Eaton, Ingham, Shiawassee
- 7 Northeast Michigan Arts Council**
3233 Grove Rd., P.O. Box 238
Standish, MI 48658
Gail Schmidt
989 846-4577 989 846-9751 fax
www.centurytel.net/nemac
email – gschmidt@mea.org
Counties: Arenac, Bay, Midland, Saginaw
- 8 Arts Council of Greater Grand Rapids**
161 Ottawa NW, Suite 300
Grand Rapids, MI 49503
Janelle Thompson / Iliana Ordaz-Jeffries
616 459-2787 616 459-7160 fax
www.artsggr.org
email – jthompson@iserv.net
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola
- 9 Cheboygan Area Arts Council**
P.O. Box 95
Cheboygan, MI 49721
Joann Leal / Marilyn Florek
231 627-5432 231 627-2643 fax
www.theoperahouse.org
email – jpl@nmo.net
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle

Regional Regranting Agencies

- | | |
|---|---|
| <p>10 <u>Traverse Area Arts Council</u>
 c/o 9791 Avondale Lane
 Traverse City, MI 49684
 Diane Hubert
 231 922-9429
 www.traversearts.org
 email – dhubert@chartermi.net
 <u>Counties:</u> Antrim, Benzie, Grand
 Traverse, Kalkaska, Leelanau,
 Manistee, Missaukee, Wexford</p> | <p>15 <u>Arts Council of Greater Kalamazoo</u>
 Epic Center
 359 S. Burdick, Suite 203
 Kalamazoo, MI 49007
 Anne Mehring / Barb Harkins
 269 342-5059 269 342-6531 fax
 www.kazooart.org
 email – anne@kazooart.org
 <u>Counties:</u> Barry, Berrien, Cass, Kalamazoo, St. Joseph, Van Buren</p> |
| <p>11 <u>Eastern Upper Peninsula Planning</u>
 524 Ashmun, P.O. Box 520
 Sault Ste. Marie, MI 49783
 MaryAnn Harrington / Ellen Benoit
 906-635-1581 906 632-4255 fax
 www.eup-planning.org
 email – ebenoit@up.net
 <u>Counties:</u> Chippewa, Luce, Mackinac</p> | <p>16 <u>United Arts Cncl. of Calhoun Cnty.</u>
 P.O. Box 1079
 Battle Creek, MI 49016
 Kevin Henning / Jessica Russell
 616 441-2700 616 441-2707 fax
 www.unitedartscouncil.org email-
 kevinhenning@unitedartscouncil.org
 <u>Counties:</u> Branch, Calhoun, Hillsdale,
 Jackson, Lenawee</p> |
| <p>12 <u>Central Upper Peninsula Planning</u>
 2415 14th Avenue South
 Escanaba, MI 49829
 Peter Van Steen
 906 786-9234 906 786-4442 fax
 email – cuppad@chartermi.net
 <u>Counties:</u> Alger, Delta, Dickinson,
 Marquette, Menominee, Schoolcraft</p> | <p>17 <u>Huron County Economic Development</u>
 250 E. Huron Ave., Room 303
 Bad Axe, MI 48413
 Carl Osentoski / Laura Weber
 989-269-6431 989 269-8209 fax
 www.huroncounty.com
 email - carl@huroncounty.com
 <u>Counties:</u> Huron, Sanilac, Tuscola</p> |
| <p>13 <u>Copper Country Comm. Arts Cncl.</u>
 126 Quincy Street
 Hancock, MI 49930
 Susan Burack
 906 482-2333 906 482-0177 fax
 email – sburack@up.net
 <u>Counties:</u> Baraga, Gogebic, Houghton,
 Iron, Keweenaw, Ontonagon</p> | <p>18 <u>Art Reach of Mid Michigan</u>
 P.O. Box 166
 Mt. Pleasant, MI 48804-0166
 Katherine Hunt
 989-773-3689
 www.artreachcenter.org
 email - khunt@edcen.ehhs.cmich.edu
 <u>Counties:</u> Clare, Gladwin, Gratiot,
 Isabella</p> |
| <p>14 <u>Holland Area Arts Council</u>
 150 East 8th Street
 Holland, MI 49423
 Helen Zeerip / Jason Kalajainen
 616 396-3278 616 396-6298 fax
 www.hollandarts.org
 email – haac@macatawa.org
 <u>Counties:</u> Allegan, Mason,
 Muskegon, Oceana, Ottawa</p> | <p>19 <u>CRAF Center</u>
 606 Lake Street, P.O. Box 658
 Roscommon, MI 48653
 Peggy Diss
 989-389-4255
 www.crafcenter.com
 email – dissp@ejourney.com
 <u>Counties:</u> Alcona, Crawford, Iosco,
 Ogemaw, Oscoda, Roscommon</p> |

Regranting County/Region

Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

MCACA Members & Staff



The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

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Chair
Okemos

Maxine DeBruyn
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Lillian Bauder
West Bloomfield

Elizabeth W. Brooks
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C. Kurt Dewhurst
East Lansing

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Kalamazoo

Bonnie Holland
Marquette

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Grosse Pointe Farms

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